

## **Program A: Management and Finance**

Program Authorization: R.S. 36:626

### **Program Description**

The Office of Management and Finance provides support services for the Office of the Commissioner and his immediate staff and for the other offices of the Louisiana Department of Agriculture and Forestry. Support services provided include: fiscal, legal, procurement, property control, personnel and payroll, fleet and facility management, auditing, management information systems, print shop and mail room, document imaging and district office clerical support. The food distribution program provides services for recipient agencies.

The Office of Management and Finance goals are listed below:

1. Ensure that services are provided in a timely, effective and accurate manner and in compliance with applicable laws, rules and regulations.
2. Enhance the ability of each office within the department to meet its goals through information systems management and use of technology.
3. Preserve and protect state resources allocated to the department by maintain effective property control, auditing, and fiscal management practices.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$10,682,673	\$9,464,439	\$9,464,439	\$10,341,085	\$9,039,683	(\$424,756)
STATE GENERAL FUND BY:						
Interagency Transfers	48	0	0	0	0	0
Fees & Self-gen. Revenues	1,239,199	2,539,708	2,539,708	2,168,254	2,950,993	411,285
Statutory Dedications	0	1,000,000	1,000,000	1,441,807	1,441,807	441,807
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	1,889,414	1,828,615	2,069,783	2,069,783	2,025,054	(44,729)
TOTAL MEANS OF FINANCING	<b>\$13,811,334</b>	<b>\$14,832,762</b>	<b>\$15,073,930</b>	<b>\$16,020,929</b>	<b>\$15,457,537</b>	<b>\$383,607</b>
EXPENDITURES & REQUEST:						
Salaries	\$4,830,351	\$4,816,236	\$4,816,236	\$4,912,406	\$4,510,172	(\$306,064)
Other Compensation	155,324	246,293	246,293	246,293	246,293	0
Related Benefits	2,964,703	2,352,737	2,352,737	2,869,910	3,867,689	1,514,952
Total Operating Expenses	3,942,192	3,988,303	3,988,303	3,206,119	2,857,848	(1,130,455)
Professional Services	98,213	131,200	131,200	131,200	131,200	0
Total Other Charges	1,395,225	2,947,993	3,189,161	4,307,733	3,844,335	655,174
Total Acq. & Major Repairs	425,326	350,000	350,000	347,268	0	(350,000)
TOTAL EXPENDITURES AND REQUEST	<b>\$13,811,334</b>	<b>\$14,832,762</b>	<b>\$15,073,930</b>	<b>\$16,020,929</b>	<b>\$15,457,537</b>	<b>\$383,607</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	110	117	117	117	107	(10)
Unclassified	13	6	6	6	6	0
<b>TOTAL</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>113</b>	<b>(10)</b>

## SOURCE OF FUNDING

This program is funded with State General Fund, Fees and Self-generated Revenues, Statutory Dedications, and Federal Funds. Fees and Self-generated Revenues are derived from rental space to the Office of State Employees Group Benefits, and Miscellaneous insurance and other reimbursements, such as employee use of state vehicles from domicile to place of business. Statutory Dedications are derived from the fertilizer Commission Fund from tonnage fees on fertilizer and are dedicated to building an Agriculture Center. (Per R. S. 39:32B(8), see table below for a listing of expenditures out of each Statutory Dedicated Fund.) Federal Funds are derived from indirect costs received from federal programs within various offices, Federal Container Salvage Funds, and temporary Emergency Food for Needy Families.

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Fertilizer Commission Fund	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Deficit Elimination Fund	\$0	\$0	\$0	\$441,807	\$441,807	\$441,807

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$9,464,439</b>	<b>\$14,832,762</b>	<b>123</b>	<b>ACT 12 FISCAL YEAR 2001-2002</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$241,168	0	This BA-7 increased Federal Funds by \$241,168 in which funds will be used for the Emergency Food Assistance Program in the Department of Agriculture and Forestry. The Department of Agriculture and Forestry has received this grant from the Commodity Credit Corporation through the United States Department of Agriculture and Forestry.
<b>\$9,464,439</b>	<b>\$15,073,930</b>	<b>123</b>	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$54,165	\$54,165	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$55,902	\$55,902	0	Classified State Employees Merit Increases for FY 2002-2003
\$258,267	\$258,267	0	Risk Management Adjustment
(\$350,000)	(\$350,000)	0	Non-Recurring Acquisitions & Major Repairs
(\$6,245)	(\$6,245)	0	Legislative Auditor Fees
\$0	(\$30,521)	0	Maintenance of State-Owned Buildings
\$19,166	\$19,166	0	UPS Fees
\$117,793	\$117,793	0	Salary Base Adjustment
(\$229,602)	(\$229,602)	0	Attrition Adjustment
\$0	\$883,613	0	Group Insurance Adjustment
(\$311,252)	(\$355,981)	(10)	Gubernatorial Position Reduction
(\$32,950)	(\$32,950)	0	General Fund reduction for Travel
<b>\$9,039,683</b>	<b>\$15,457,537</b>	<b>113</b>	<b>TOTAL RECOMMENDED</b>

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
(\$1,760,202)	(\$1,760,202)	(43)	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$7,279,481	\$13,697,335	70	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE:
\$1,760,202	\$1,760,202	43	Funding provided for salaries of forty-three (43) positions in Support Services Division
\$1,760,202	\$1,760,202	43	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$9,039,683	\$15,457,537	113	GRAND TOTAL RECOMMENDED

## PROFESSIONAL SERVICES

\$115,200	Legal Services - To represent the Department in legal proceedings. (Gelpi; Bryan & Jupiter; Seale, Smith, Zuber,& Barnette; Rodney, Bordenave, Boykin)
\$16,000	Home town Productions - Video production and broadcasts of informational segments relating to agricultural issues.
<b>\$131,200</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

\$1,341,168	Temporary Emergency Food Assistance Program for providing commodities to organizations for household consumption by low income individuals
\$8,000	Reimbursements of funds to the Federal government for bonus commodities which are spoiled and damaged by local government units
\$6,000	Neotek - Computer Services backups
\$76,000	Software Support Consultants
\$26,623	Info Net Computer Training
\$748,754	Other Operating services related to the Temporary Food Assistance Program
<b>\$2,206,545</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$61,055	UPS Fees
\$22,785	Maintenance on State Buildings
\$13,814	Civil Service Fees
\$878	CPTP fees
\$6,750	Reimbursement to Central La. State Hospital
\$23,841	Research (La. Technology University)
\$2,802	State Treasury Fees
\$150,093	Legislative Auditor Fees
\$1,136,172	Risk Management Fees
\$219,600	Office of Telecommunications Management Fees
<b>\$1,637,790</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$3,844,335</b>	<b>TOTAL OTHER CHARGES</b>

## **ACQUISITIONS AND MAJOR REPAIRS**

This program does not have any funding recommended for Acquisitions and Major Repairs for Fiscal Year 2002-2003.